

ER 6-9774

27 April 1955

MEMORANDUM FOR: Assistant Director/Research and Reports  
Assistant Director/Current Intelligence  
Assistant Director/National Estimates  
Assistant Director/Scientific Intelligence  
Assistant Director/Collection and Dissemination  
Assistant Director/Operations

SUBJECT : Survey of Committees within Government

REFERENCE : Memorandum for the Special Assistants for Cabinet  
Coordination, 23 March 1955 (attached)

1. The Sub-Cabinet at the White House has launched a Committee Management Program, and has secured CIA agreement to participate. The objective of the Program as outlined is to establish a simple Government-wide committee management and control machinery on a continuing basis to assure better coordination. The degree of CIA participation is naturally subject to appropriate overriding security considerations.

2. I am attaching the Sub-Cabinet instructions and sample format for the reports. You will note that departmental, interdepartmental and public advisory committees are mentioned in paragraph 1 of the reference.

3. Only those Committees for which your Office provides the Chairman or Executive Secretariat are to be reported. Please note on each report whether or not you believe that knowledge of a given committee should be withheld on security grounds.

4. Because I must submit the DD/I area report by 10 May 1955, I should be grateful if you would have your contributions (in 5 copies) to me by c.o.b. 6 May 1955.

25X1A9a

Assistant to DD/I (Planning)

Attachment

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. \_\_\_\_\_  
DECLASSIFIED \_\_\_\_\_  
CLASS. CHANGED TO: \_\_\_\_\_  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 10-2  
DATE: NOV 1980 REVIEWER: 013645

APR 29 1955

THE WHITE HOUSE  
WASHINGTON

March 23, 1955

MEMORANDUM FOR THE SPECIAL ASSISTANTS FOR CABINET  
COORDINATION

Attached as specified in Item 4 of the Sub-Cabinet Record of Action SRA - 2 of March 12 is a suggested format which those designated as Committee Management Officers should use in accomplishing the internal inventory of departmental, interdepartmental and public advisory committees (cf. approved paper SCP - 1/1, March 12, 1955).

With respect to information concerning interdepartmental committees, it is suggested that for each the chairing Department prepare the information requested in the attached format, with the understanding that Member Departments or others concerned can add supplementary comments (e.g. in Question 10) as they deem appropriate.

The Cabinet Secretariat will assume the responsibility of making special arrangements for the inventory of committees chaired in the White House (e.g. the Cabinet itself, the NSC and its sub-groups, the Council on Foreign Economic Policy and its sub-groups, and certain others). The Executive Officer of the Operations Coordinating Board will assume the responsibility of preparing the required information concerning all OCB working groups or panels.

Attention is directed to the target dates specified in SCP - 1/1:

April 1 to designate the respective Committee Management Officers;

May 27 to complete this first overall inventory;

June 30 to report "simplification" actions taken.

Thereafter, it should be emphasized, the committee management program is to be continuing -- each Committee Management Officer keeping his inventory up to date and reviewing it periodically to ascertain what new recommendations need to be made to his Department Head to achieve the objectives in SCP - 1/1.

- 2 -

Mr. Arnold Miles of the Bureau of the Budget, Mr. Patterson or I will be available for consultation or advice.

*Maxwell M. Rabb*

Maxwell M. Rabb  
Secretary to the Cabinet

Attachment:

Format for Information  
concerning Departmental,  
Interdepartmental and  
Public Advisory Committees.



- 2 -

8. Number of Meetings of the Committee itself January 1, 1954 - March 31, 1955:

9. Subcommittees:

List each subcommittee by name; if the name is not descriptive enough, indicate briefly the terms of reference of each. Indicate, for each, whether it meets very frequently, or occasionally, or is inactive. If there are one or two subcommittees of major importance, or if there is a full, across-the-board staff-level or working-level committee (i. e. of "Alternates" or "Deputies"), list them separately and give the eight above items of information about them. /

10. Comments: (Optional)

/Any observations as to how the Committee and its operations might be streamlined or improved; any comments or evaluations which would be useful as background or perspective about the Committee, particularly with respect to the feasibility of its termination (if inactive) or its consolidation with related groups. /